

Information Sheet Booking a Cremation Interment

If you are considering booking an interment (burial) of cremated remains at one of the City of Regina cemeteries, there are many things to consider.

These guidelines are in place to help you and to reassure you that the process will be conducted with dignity and respect while ensuring provincial regulations, municipal bylaws and policies are followed. These guidelines apply to interments at Riverside Memorial Park Cemetery and the Regina Cemetery.

- The City of Regina interments can be booked up to one month in advance, and the booking must be confirmed at least two business days prior to the burial through Cemeteries Administration Office.
- All of the required information, legal documentation, paperwork and payment must be submitted to the Cemeteries Administration Office before an interment is officially confirmed. Please see below for contact details:
 - Contact can be made by telephone 306-777-7395, by e-mail cemeteries@regina.ca, or in person at the Cemeteries Administration Office, 815 Assiniboine Avenue East, Regina, SK S4V 1A6
 - For families visiting our Administrative Office to complete this process, please contact us to book an appointment in advance so we can better serve you one on one. Please note, it can be difficult to schedule an appointment on Fridays during the peak season (May to September).
- The following information is required when booking an interment:
 - Full legal name of the deceased
 - Deceased date of birth
 - Deceased date of death
 - Authorized decision-maker's full name, address and phone number
 - Next of kin's full name, address, phone number and relationship to the deceased
 - Date and time of the interment
 - Interment site including name of the Cemetery, Lot and Placement (head (A), middle (B), foot (C))
- The following is required at the time of booking and prior to the interment:
 - The **Original** Cremation Certificate. It is provided by the crematorium usually with the cremated remains.
 - If you are booking from out of town, a copy of the certificate can be provided by fax or email with the original provided to our office prior to the interment by mail or dropped off at the office.
 - Payment can be made by cheque (made payable to City of Regina), VISA, MasterCard, American Express or debit.
 - Signed Cemetery License Agreement by the authorized decision-maker for the lot and Indemnity Agreement (if applicable). Further documentation may be required.

Fees and Charges as per *Cemeteries Bylaw 2008-27*

- Interment fees typically increase each year and are approved by City Council. For a copy of your fees please visit www.reginca.ca/cemeteries.
- Urn Vault is required for cremated remains going into standard traditional lot prior to a traditional interment. Contact a funeral home to purchase an urn vault.
- Interments scheduled on a weekend, holiday or after hours (services departing the interment site after 4p.m.) will be subject to additional fees.
- Interment fees can be paid in advance. For pre-payments, prices are maintained at the time of purchase.

The day of the interment

- The site will be opened and set up when you arrive at the scheduled time.
- If you will be more than 15 minutes early or late, please contact the Administration Office prior to arrival at 306-777-7395. On a weekend or holiday, cemetery staff will be available one hour prior to the scheduled interment at 306-533-4663.
- Cemetery staff will not approach the site until the service has ended and all family members have left the area. At this time, staff will close the site immediately.

Location

- Regina Cemetery is located at 4th Avenue and Broad Street.
- Riverside Memorial Park Cemetery is located at 815 Assiniboine Ave. East, just off University Park Drive.

You can contact the Cemeteries Administration Office by:

Telephone: 306-777-7395

Mail: Attention: Cemeteries Admin Office

City of Regina, PO Box 1790

Regina, SK S4P 3C8

In person: 815 Assiniboine Ave. East

Office Hours: 8 a.m. to Noon,

1 p.m. to 4:30 p.m. weekdays (except holidays)

Email: cemeteries@regina.ca

Additional information can be found in the *City of Regina, Cemeteries Bylaw 2008-27, Cemeteries Act 1999, Cemeteries Regulations 2001* and the *Funeral and Cremation Services Act*.